

# **TOWNSHIP OF EVESHAM JOB OPPORTUNITY**

\*\*\*\*\*

**TITLE:** ADMINISTRATIVE CLERK  
**DEPARTMENT:** TOWNSHIP CLERK  
**SALARY:** Minimum Salary \$10.00/HR.  
**SCHEDULE:** MONDAY – FRIDAY 11:30 a.m. – 4:30 p.m.  
Flexibility with schedule as necessary

## **POSITION SUMMARY:**

Under the direction of the Township Clerk and/or Deputy, this position will be responsible for providing skilled clerical assistance in the daily operation of the Township Clerk's office.

## **DUTIES/RESPONSIBILITIES:**

Detailed Job Description available for review in the Human Resources Office

## **POSITION QUALIFICATIONS:**

HS grad/equiv. required with post High School secretarial/business course of study preferred. Minimum 2 years experience in office/clerical environment; previous experience in municipal environment with knowledge of PO system preferred.

## **SPECIALIZED SKILLS/KNOWLEDGE:**

Excellent communication/customer service skills. Must have computer skills and be proficient in Microsoft Word and Excel. General knowledge of Access.

Interested and qualified internal candidates should submit a TRANSFER REQUEST to the Human Resources Office by Friday, March 8, 2013.

March 1, 2013